

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

JOB VACANCY POSTING

POSTING NUMBER: HR-0118

ISSUE DATE: March 9, 2015

TITLE: Technical Support Specialist 2

CLOSING DATE: March 23, 2015

DIVISION/UNIT: Fire Safety/Director's Office

LOCATION: DCA Building, 101 South Broad Street, Trenton

SALARY RANGE: P20: \$49,263.43-\$69,662.11

POSITION(S): 1

DISTRIBUTION: Statewide

DESCRIPTION OF MAJOR DUTIES:

In the Director's Office of the Division of Fire Safety this employee will serve as the primary contact for Division staff in the event that Registration, Inspection Management System (RIMS) problems arise. The employee will document issues and will report them to Division management. The employee will work with RIMS project staff to develop interim solutions to problems and oversee solution implementation.

REQUIREMENTS

EDUCATION:

Graduation from an accredited college or university with an Associate's degree in Data Processing.

EXPERIENCE:

Two (2) years of experience in data processing systems analysis and programming design, or the analysis of work methods and processes, or the operation of multi-program or client/server computer systems, or working in the support areas of computer scheduling, Input/output control and magnetic data control in the data processing field or help desk, one (1) year of which shall have been in the technical support area solving user problems in a help desk or related environment or using productivity aids and Job control languages.

NOTE: A Bachelor's degree in any field may be substituted for the Associate's degree In Data Processing.

NOTE: A Bachelor or Master's degree in Data Processing may be substituted for one (1) year of experience.

Special Note Substituting Experience for Education

Experience in the study of work methods and processes, the analysis of varied types of data the design and preparation of systems and programs, the operation of multi-programming or client/server computer systems and work in the data processing support areas of input/output control, scheduling, reliability or user support may be substituted for the required education on a year-for-year basis.

NOTE: Any formal data processing training by any organization may be submitted for consideration and evaluation as possibly being equated to a specific number of college credits. The Department of Personnel will review the course content and all the other factors involved, and make a determination.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

☒ A promotional or open competitive list exists.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:

Office of Human Resources
New Jersey Department of Community Affairs
HR#0118
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.state.nj.us

Interviews will be granted on the basis of the resume

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer